

CHAPTER 3. MEMBERSHIP

A. Eligibility.

1. General Requirements. The Auxiliary is a volunteer civilian organization. **Membership is open to any citizens of the United States and its territories and possessions, who are 17 years of age or older.** Facility (radio station, boat or aircraft) ownership and special skills are desirable but not mandatory. Auxiliary membership is also open to all current active duty now serving OR to former members of any uniformed services and their reserve components, including the Coast Guard (CG), discharged under honorable conditions.
2. Facility Definition. A facility is a privately-owned boat, yacht, aircraft, fixed land or land mobile radio station, at least 25% of which is owned by the applicant/Auxiliarist. Under certain conditions, the Director may grant a waiver for corporate owned facilities. All surface facilities, however, must meet the requirements stated for boats in the Vessel Examiner Manual (COMDTINST M16796.2 (series)) and local requirements established by the District Commander. For aircraft or radio facilities, the requirements are in the Operations Policy Manual (COMDTINST M16798.3 (series)). Finally, any operational facility must be accepted by the Director.
3. Special Skills. An individual's special training or experience can rapidly enhance a flotilla's ability to carry out any of the Auxiliary's programs. Examples of such qualified individuals include licensed aircraft pilots, foreign language skills, radio operators, a professional mariner or educator. Other skills might include computer technicians or data processors, members of Power Squadrons, EMTs or first aid instructor or those candidates willing to be trained in CG or Auxiliary programs.
4. Residence Requirements. Auxiliary enrollment and membership should be in the Auxiliary district/region where the individual maintains a primary residence. Exceptions to this policy can be approved subject to the concurrence of the District Commodores (DCO) and Directors involved.
5. Felony Convictions.
 - a. Application for Auxiliary membership should be denied if the applicant is shown to have a felony conviction, any level conviction for drug or alcohol abuse, sexual deviation or if serving in a parole status. The Director, after investigation, may waive requirements under reasonable circumstances, such as if the crime was:

- (1) Not violent, and
- (2) Not drug or alcohol related, and
- (3) Not a crime against the United States, and
- (4) Not an offense against minors or of sexual deviancy, and
- (5) More than ten years have elapsed since the date of conviction or release from parole, whichever is later.

b. Applicants denied enrollment based on this provision may appeal to the respective District Commander. The District Commander's decision shall be final and not subject to further review or appeal.

6. Recruiting. The Membership Recruiting and Retention Guide (COMDTPUB P16794.12 (series)) contains a valuable array of ideas for attracting new members.

B. Member Accession.

1. Membership.

a. Requirements. To become a member, an applicant must meet the general eligibility requirements for membership, complete the New Member Initial Orientation and Entry Training program, and be approved by the Director for enrollment.

b. Privileges of Auxiliary Members.

- (1) Entitled to receive a current copy of certain Auxiliary publications and the NAVIGATOR magazine at government expense.
- (2) Attend all Auxiliary National, District, Division and Flotilla meetings, training sessions, and social events.
- (3) May vote on any flotilla matter.
- (4) Be carried on the district membership rolls and receive an Auxiliary membership photo identification card.
- (5) May wear an Auxiliary uniform with proper devices and insignia of the current or highest past office held.

- (6) Eligible for any elected/appointed office for which qualified.
- (7) Be eligible to receive CG orders and be assigned to duty.
- (8) Entitled to fly the Auxiliary ensign on a currently inspected vessel facility.
- (9) Entitled to CG and Auxiliary advanced training.
- (10) Entitled to use CG (not Department of Defense) exchanges for the purchase of all goods and services except alcohol and tobacco products.
- (11) Entitled to use Department of Defense exchanges for the purchase of uniform items only (in accordance with a 12 September 1991 letter from the Assistant Secretary of Defense).
- (12) Be authorized by proper authority to use government vehicles to perform official business.
- (13) Access to the CG's Mutual Assistance program, which provides low interest loans for emergencies and student loans.
- (14) May use private vehicles for authorized Auxiliary activities without CG orders including, but not limited to, routine travel to/from authorized activities, participation in parades (while towing boat or float), chart updating missions, and environmental activities.

- 2. Retired. Retired status is designed to recognize the continuous significant contributions of those Auxiliarists who are no longer desire or who are not able to participate in the authorized activities. Retired status is not a membership category and is not intended for all members. Retired status should be recognized by a suitable certificate and appropriate ceremony.

- a. Requirements.

- (1) An Auxiliarist must have been a member for at least fifteen (15) years to achieve retired status.

- (2) A request letter for retired status must be submitted through the chain of leadership and management to the Director.

b. Restrictions.

- (1) Can not vote.
- (2) Can not hold office.
- (3) Can not participate in other than Auxiliary social programs.
- (4) Can not receive CG orders to perform a specific duty or be assigned to duty.
- (5) Can not use government exchanges, vehicles or postage.
- (6) Must return unexpired Auxiliary ID card and Auxiliary or government property to appropriate authority.

c. Privileges.

- (1) Authorized to wear the Auxiliary uniform with such insignia as the highest past office entitles.
- (2) May display the Auxiliary Ensign provided the vessel facility is currently inspected.
- (3) Will no longer pay dues.
- (4) If circumstances change, a retiree may apply to the Director for return to a previous full membership category.

- 3. Life Membership. This membership category is awarded to DCOs at the conclusion of their term of office in recognition of services given. Award of Life Membership does not change the member's status or carry any special rights. A suitable certificate is provided by the National Conference by the Chief Director.

4. Honorary Membership.

- a. Honorary Members. Individuals, who are not Auxiliary members, may be awarded Honorary Membership. This distinction is intended for individuals who have provided a notable service to the Auxiliary and its programs. This award will be made upon the recommendation of the DCO and the Director, and approval of the

District Commander. The term of this award may be one year (to conform with a period of service such as a yacht club commodore) or lifetime (if warranted). An appropriate certificate will be presented to such members by the approving District Commander or a designated representative.

- b. Honorary Commodores. In certain limited and selected cases, non-Auxiliarists may be awarded the title of Honorary Commodore. These individuals must be of national prominence who have made outstanding nationwide contributions to the Auxiliary's purpose and promotion. While only the Commandant can award this honorary title, a recommendation for such action will normally be made by the National Board. If approved, an appropriate plaque, signed by the Commandant, will be presented to the recipient of this honor by the Commandant or a designated representative.

C. Enrollment.

1. Initial Enrollment. The Director is responsible for approving applications for enrollment. An individual becomes an official Auxiliary member after the Director has approved their application and issued a member number. Member acknowledgment is accomplished by taking the Auxiliary member pledge at a Flotilla meeting.
2. Reenrollment. Former Auxiliarists who have been separated or retired from the Auxiliary may be considered for reenrollment provided they were not administratively disenrolled for cause. To reenroll, a written request is submitted to the Director, via the FC. The Director may immediately reestablish such members to previous status, as appropriate. However, to participate in authorized Auxiliary programs, these members must meet all current requirements, where qualification requirements exist.
3. Member Number. When an individual has been accepted into the Auxiliary by the Director, an individual member number is assigned. This number is critical for entering accomplishments into AUXMIS. The member number is composed of four separate elements.
 - a. District. The first three digits indicate the member's district (or region). Members in the Seventh District use - 070 and in the Fourteenth District - 140.
 - b. Division. The next two digits indicate the member's division. The practice of using Roman numerals to designate the division number is no longer used because of the conflicts caused with AUXMIS data elements.

- c. Flotilla. The sixth and seventh digits indicate the member's flotilla. For members in Flotilla 14-6 (the sixth flotilla in Division 14), these digits would be - 06.
- d. Member Designation. The last three digits are the unique numbers assigned to each member.
- e. Complete Member Number. As an example: for the twentieth member assigned a number in Flotilla 6, Division 14, of Seventh District; the complete member number would be - 070-14-06-020.
- f. Reissued Numbers. When a flotilla is chartered, member numbers are issued in sequence 001 through 015, or higher according to the number of charter members. These numbers will not be reissued. All other numbers can be reissued after being vacant for at least one year.

D. Transfers.

- 1. Within a District. A member may request transfer to another flotilla. The request is submitted on the Member Transfer Request (ANSC #7056) to the appropriate Director via the member's FC and the FC of the prospective flotilla. Information copies are provided to appropriate DCPs. Provided the member is current in financial obligations and has accounted for all assigned property, the member's FC should endorse the transfer. The request is sent through the chain of leadership and management, according to district policy, to the Director. If the member is delinquent, the FC should withhold approval of the transfer until the member fulfills all current financial or property obligations. The transfer is effective when approved by the Director.
- 2. Between Districts. A member shall request transfer between districts upon a change in permanent residence from one district to another. The member will submit the request using the Member Transfer Request (ANSC #7056) to the member's FC. Provided the member is current in financial obligations and has accounted for all assigned property, the FC will endorse the transfer. The member's request is sent through the chain of leadership and management, according to district policy, to the Director. The Director will contact the Director of the district receiving the member regarding appropriate flotillas in the member's new location. The member is obligated to update their AUXMIS entries with the new address and other pertinent information through their FSO-IS. It is important the member's original FC or Director has a way of communicating with the member until the transfer is completed. If the member has already

selected and met with a flotilla, the gaining FC should advise the new Director through the usual channels. Finally, after the gaining FC officially contacts the transferring member, the new Director will approve the transfer. The records are then sent to the gaining district from the original district. The member is then given a new member number and issued a new identification card.

3. Denial of Transfer. The Director may deny a member's request for transfer to another flotilla within the district or to another district if the member:

- a. Is delinquent in any financial obligation.
- b. Did not return Auxiliary or CG property.
- c. Is the subject of any pending administrative or disciplinary investigation or proceeding.

- E. Administrative Actions. Since the Auxiliary is a non-military, volunteer organization, Auxiliary members are not subject to the Uniform Code of Military Justice (UCMJ). Members may, however, receive various forms of administrative "sanctions" up to and including disenrollment from the Auxiliary. These sanctions apply when members either have not lived up to, or do not intend to live up to, their pledge to "support the Auxiliary and its purposes and to abide by the governing policies established by the Commandant of the Coast Guard." Prior to instituting any CG/Auxiliary disciplinary action against an Auxiliarist, the particular case's facts must be determined and put in writing. Preliminary fact finding procedures is to be made by the officer recommending discipline. The purpose is to determine facts, including what offenses, if any, occurred, and any matters in defense or mitigation. Preliminary fact finding provides necessary information to proceed with specific remedies or may eliminate the need for such action. (See para 3.H on Investigations)

1. Auxiliary elected leaders at all levels must assume the predominant role in "policing" members. Corrective action should be initiated by Auxiliary elected officers at the lowest appropriate unit level. This process allows the Director and the DCO to be objective in the administration of the organization. This process does not prevent either the Director or DCO from initiating administrative action, when appropriate.
2. The assumption can not be made all members know the rules or standards of performance established for the Auxiliary. Before any administrative action against a member, elected officers and Directors should ensure:

- a. The member fully understood the duties and performance required.
 - b. All relevant laws governing the Auxiliary established by Congress, regulations established by the Commandant, and all standards and procedures established by the Auxiliary National Board, District Commander, district board, and subordinate Auxiliary units were explained.
 - c. All actions are fair and completely impartial in dealing with the member.
 - d. No action is taken until the facts have been obtained, considered and evaluated.
 - e. The member's record of past performance and personal conduct has been considered.
 - f. The member's tenure and experience have been considered. For example, actions of an AUXOP with 15 years Auxiliary experience who should "know better" as compared with the same actions of a new member of less than a year's service.
 - g. Similar sanctions have been imposed on other Auxiliarists in like circumstances.
3. There are situations in the management of any organization which require corrective action. However, in most cases, the sanction of disenrollment is inappropriate as the initial action. Some examples of situations for which "lesser actions" MAY be more appropriate, are:
- a. Uniform or flagrant grooming violations;
 - b. Unintentionally compromising or mishandling Auxiliary examinations;
 - c. Unwarranted violation or abuse of the chain of leadership and management;
 - d. Failure to follow procedures prescribed by written directive, standing rules, or policy;
 - e. Misrepresentation in official correspondence or reports;
 - f. Misrepresenting Auxiliary or CG authority or rank, either implied or by design; and

- g. Improper patrol procedures.
4. Lesser Remedies. Before recommending formal disenrollment proceedings, reasonable lesser remedies such as the following should have been considered in the majority of cases:
- a. Informal Instruction. Informal instructions can be of two types: informal and private. They are usually given by an elected or appointed officer at the lowest appropriate level. For both types, the member is to be informed of the acceptable standard. The member should acknowledge and express understanding. One type is an "on the spot" instruction where the deficiency should be immediately corrected, such as a uniform correction. The other type is where the deficiency should be corrected at another time. This action could be: the proper procedures for reporting mission activities, an instructor lesson presentation, or the conduct of a courtesy marine examination.
 - b. Counseling. An oral counseling session is a private, full, and frank discussion between the elected officer at any level in the member's chain of leadership and management and the member. At this session, the member is advised of the specific deficiencies and of the acceptable standards of performance. The member should be reminded of previous informal instruction sessions held. The reasons for standards and the importance of meeting them should also be covered. The elected officer will make and retain written notes of the points made and covered in the session. National department chiefs and DSOs are authorized to conduct oral counseling sessions with their department or staff members regarding staff performance of assigned duties and responsibilities.
 - c. Oral Reprimand. An oral reprimand is given by an elected officer at any level in the member's chain of leadership and management. The reprimand is a verbal admonishment concerning specific instances of improper actions or performance. The member is to be reminded of any previous informal instruction and oral counseling sessions held. The member is to be advised future instances of these actions may result in more serious actions. The elected officer will make and retain, written notes of the points made and covered in this session. If after one year, no further adverse action is reported, the notes concerning the oral reprimand will be destroyed. National Directorate Chiefs are authorized to issue oral reprimands to their department or staff members regarding performance of assigned duties and responsibilities.

- d. Letter of Caution/Admonition. A letter of caution or admonition is an informal corrective letter issued to the member by a Director or DCO. The NACO may issue a letter to national staff members regarding performance of assigned staff duties and responsibilities. The letter will advise the member of specific improper action(s) and the acceptable standards. Included will be the fact any written statements submitted by the member were considered and a notation as to how the facts influenced the decision for the chosen course of action. The member is to be advised a written reply may be made and such reply will be retained in the Director's office, with the letter of caution or admonition. If after three years from the date of the letter of caution, no further adverse action is reported, both letters will be destroyed. The member may continue to hold elective or appointed office, but may NOT seek or hold any further offices during the three year filing period.
- e. Letter of Reprimand. A letter of reprimand is a formal corrective letter issued to a member by the Director. The Chief Director may issue a letter of reprimand to National Board or national staff members regarding their performance of assigned staff duties and responsibilities. Before issuing the letter of reprimand, the Director and DCO (or Chief Director and NACO) should discuss the situation. The reprimand will discuss the specific improper action(s) and the acceptable standards and included will be the fact any written statements submitted by the member were considered and how they influenced the decision for this course of action. References to any previous administrative action(s) taken against the member also will be included. The member will be advised a written reply may be made and such a reply will be retained in the Director's office, along with the letter of reprimand. If after three years from the date of the letter of reprimand, no further adverse action is reported, both letters will be removed from the member's file. During the three year period, the cited member may NOT hold any elected or appointed office and will immediately vacate any current offices held. The member will also not be authorized wearing of any insignia or past officer pin for such office in which the letter of reprimand was received.
- f. Termination of "Offer-for-Use". The Director may terminate the acceptance of the "Offer-for-Use" for the member's facility when there has been a failure to follow the standards established for the operations program. In most situations, the termination will only involve denial of the facility as an operational facility. The member can no longer receive CG operational orders for use of the facility.

The termination will normally be for a period not to exceed two years. The procedure for imposing this form of administrative action requires:

- (1) The member be given a proposed action notice.
- (2) The member be given a reasonable period of time, not less than fifteen (15) calendar days, to make an oral or written reply to the Director.
- (3) The Director will consider the reply and responds with a written decision in a timely fashion.
- (4) If the decision is to terminate, the member will be notified of the right to appeal the decision within thirty (30) calendar days to the Director's supervisor.

g. Suspension or Revocation of Instructor, Vessel Examiner, Operational or Other Designation. Only the Director may suspend or revoke any member designation including, but not limited to, instructor, vessel examiner or any of the surface or air operations qualifications. This action includes the qualification examiner, marine dealer visitor, AUXOP examination proctor or any other designation. A suspension or revocation of a particular designation shall ordinarily be for failure to comply with the policies established for that particular program.

- (1) A suspension shall ordinarily be for a period up to two years. At the suspension period end, the designation will be reinstated only when all existing qualification requirements and all other conditions outlined in the letter of suspension are fulfilled.
- (2) The procedures for imposing this form of action will be the same as set forth in the guidance for termination of "Offer-for-Use".

5. The term "elected officer" as used in this Section E does not include past elected officers, immediate past elected officers, officers of the Past Division Captain's or Past District Commodore's Associations.

6. Appeals. Appeals of any administrative action must be made in writing within thirty (30) calendar days of the action to the senior elected Auxiliary officer at the next higher level for actions taken by the Auxiliary, or to the Director's supervisor for actions taken by district/regional Directors. For

example, if the DCO imposed the administrative action, the proper appeal authority would be the appropriate area NAVCO. For actions imposed by the NACO, appeals are sent to the Chief Director. All such appeal decisions are final at those levels.

7. If all of the previous actions fail to correct the problem or the nature of the wrongdoing is sufficiently aggravated, a recommendation for administrative disenrollment action may be initiated by the senior Auxiliary elected officer at any level within the member's chain of leadership and management.
8. Copies of any administrative action taken in this regard by Directors or Commodores will be kept as part of the Director's office member records. These entries shall be removed from the member's record after three years, unless there are further actions requiring said documentation.

F. Temporary Suspension of Qualifications and/or Membership.

1. The Director is authorized to suspend any qualifications or membership of an Auxiliarist for a period not to exceed 120 days for circumstances which warrant formal investigation of an incident relative to a member's conduct. This suspension must be in writing, detailing the reason and length of the suspension.
2. If the suspended member is elected or appointed, this suspension will include elected or appointed office duties. The member may resume duties of these offices when full Auxiliary rights and privileges are regained, if the term in office has not expired.
3. If the investigation complexity requires additional time, the suspension may be extended accordingly. The extension's circumstances must be explained in writing and the member may appeal the extension in writing, addressed to the Director's supervisor.
4. A member under suspension is not entitled to any Auxiliary rights or privileges.
5. A member who receives notice of temporary suspension of qualification and/or membership may appeal the Director's action to the Director's supervisor. However, temporary suspensions will remain in effect, unless overturned on appeal.

G. Disenrollment. The authority for disenrolling a member rests with the Commandant, who has delegated this authority to each Director of Auxiliary. No member of the Auxiliary may disenroll another member. Disenrollments are

separated into five categories: Member's Request, Failure To Meet Financial Obligations, Conviction of a Felony, Upon direction of the Commandant, or as a result of an Administrative Determination.

1. Member's Request. The Auxiliary is a volunteer organization and a member may resign at any time. The resignation must be in writing and submitted to the FC. The FC shall promptly forward all such requests to the DCP. The DCP will forward requests to the Director via the District Staff Officer for Personnel Services (DSO-PS). This action will enable the DSO-PS to have the Division or Flotilla Staff Officer for Personnel Services discuss the intent for resignation with the member before final action paperwork is submitted to the Director. If the member still wishes to resign, the Director will request the member's identification card and return of any government or Auxiliary property in the member's possession. Upon receipt, the Director will remove the individual's name from the district rolls. All resignations shall be acknowledged in writing by the Director.
2. Failure To Meet Financial Obligations. The Director may disenroll a member for failure to comply with proper financial obligations specified by policy and procedures. This action includes failure to pay prescribed annual dues before the flotilla's deadline. The written request for disenrollment is submitted in writing by the FC to the Director via the DSO-PS. The DSO-PS will copy the DCP to request the SO-PS or FSO-PS the member to find out the reason for nonpayment and to discuss the proposed actions with the member before submitting the final disenrollment paperwork to the Director. There are no dues or assessments of any kind paid by Auxiliarists to the USCG.
3. Conviction of a Felony.
 - a. The Director shall immediately disenroll any member convicted of a felony. Upon receipt of appropriate official documentation, the Director shall notify the member in writing of the disenrollment.
 - b. The Director shall suspend the qualifications and membership of a member upon arrest for an alleged felony. Upon receipt of appropriate documentation from public records, the Director shall notify the member in writing of the suspension. Upon resolution of the charges against the member, the Director shall either move to disenroll the member or reinstate the member's enrollment in writing, as the resultant case requires.
 - c. Members who are discovered to have previous felony convictions not identified at the time of Auxiliary enrollment application and

which do not meet the reasonable circumstances for waiver listed in paragraph 3.A.5. above, shall be automatically disenrolled from the Auxiliary by the Director.

4. Upon Direction from the Commandant. When so directed in writing by the Commandant, an Auxiliary member will be disenrolled by the Director. Drug or alcohol abuse in violation of the Commandant's "zero tolerance" policy, at any conviction level which come under the provisions of this Manual, i.e., identified as an Auxiliarist under the Manual, are grounds for disenrollment at the Director's discretion.
5. Administrative Determination. If the administrative actions listed in paragraph 3.E. above fail to remedy the situation, a recommendation for disenrollment, as a last resort, should be forwarded to the Director. This recommendation should be considered by the Director only when there has been a serious breach of the rules, regulations or policy or a history of multiple minor breaches which, when considered together, constitute a pattern of nonconformity with established policies.
 - a. The recommendation for this action shall be in writing, and shall specifically state the reason for the recommendation. All actions taken to remedy the situation shall be specifically documented. The original correspondence shall be sent directly to the Director from the request initiator. The Director will copy or advise other appropriate officer in the chain of leadership and management. A copy of the request with all supporting documentation shall be provided by the originator to the member concerned via certified mail. There must be included with this written notification a statement the member has twenty (20) calendar days to present any comments or rebuttals to the letter addressees. Copies also must be provided to the District Staff Officer-Legal/Parliamentarian (DSO-LP). Copies must be maintained in strict confidentiality and released only on a need-to-know basis as disclosure is covered by the Freedom of Information and Privacy Acts.
 - b. All addressees will endorse and forward the correspondence with their recommendations in a **timely** manner, not to exceed seven (7) calendar days from receipt. The DCO shall consult with the DSO-LP, who will render a timely written opinion on the issues, in preparing case recommendations to the DCO.
 - c. The member must be advised of the right to submit a written statement, if desired. The member's case should be presented as thoroughly and as completely as possible, stating all relevant matters or documentation. Corroborating statements from

witnesses may be included. The member concerned may elect not to make a statement or answer any questions. All material presented by the member must be in writing, and shall be submitted directly to the Director who shall determine appropriate chain of leadership and management disclosures.

- d. The Director may decide the total submittal does not contain sufficient information to warrant a disenrollment proceeding. The Director shall act to: (1) dismiss the recommendation, (2) to take a less severe action, or (3) to cause further investigation to be held. Such further investigation should be assigned to an impartial Auxiliary committee (of two or more Auxiliary officers) established by the DCO. The DSO-LP or an ADSO-LP should be a member of this committee unless involved as an initiator or witness. The report of any such investigation shall be addressed to the Director with a copy to the member concerned. The Director will then decide if a recommendation for disenrollment should be made to the District Chief of Staff.
- e. If disenrollment is to be recommended, the entire record will be submitted to the District Chief of Staff who will approve or reject the recommendation. The member concerned will then be notified of the final decision in writing.
 - (1) While obviously administrative in nature, and not a judicial or legal procedure, when conducting an investigation the member's customary "rights of a party", as well as the rights of any party concerned, shall be preserved, as provided by a preliminary fact finding process to insure fairness. Investigations are to be conducted in accordance with COMDTINST M5380.1 – CG Administrative Investigations Manual.
 - (2) The District Chief of Staff may approve an Auxiliary member's administrative disenrollment for cause for any of the following reasons:
 - (a) Any action which brings discredit to the CG or CG Auxiliary to include violation of the Commandant's "zero-tolerance" policy on drug/alcohol abuse as evidenced by DUI/DWI convictions while identified as an Auxiliary member or acting in an Auxiliary capacity as covered in Chapter 1-A.

- (b) Refusing to follow regulations on wearing the Auxiliary uniform or insignia, including misrepresentation as a Coast Guard officer or petty officer or misuse of rank, titles or insignia.
- (c) Misuse of CG or Auxiliary funds or property;
- (d) Repeated actions prejudicial to the good order of the Auxiliary or any of its programs, as documented in the member's record;
- (e) Failure to follow appropriate civil rights laws and the Commandant's Human Relations and Sexual Harassment Policy statements;
- (f) Any false official statement, oral or written to include enrollment application data submissions.
- (g) The use of a CG boat loaned to or in the custody of the Auxiliary or an Auxiliary unit owned boat, aircraft, vehicle or mobile trailer or radio, without proper CG orders or for unauthorized purposes; or
- (h) Breaches of electronics and communications protocols or any other public communications media, so as to reflect discredit or to publicly embarrass the CG or Auxiliary.
- (i) Any other actions deemed, in the District Director's judgment, warranting disenrollment proceedings.

6. Appeals. If the member does not agree with the action taken, the member may appeal to the District Commander. Once the District Commander has made a decision, such action is considered final, and is not subject to further review or appeal.

7. Notification by the Director.

- a. The Director shall keep the recommendation's originator for the administrative action informed. The notification is made through the chain of leadership and management. The originator will be notified of the proposed action and the final administrative action taken in a timely manner.

- b. The Director shall immediately notify by fastest means possible, followed in writing, any member administratively disenrolled from the Auxiliary.
- 8. Records. Disenrollment records shall be retained in the Director's Office Auxiliary member files.
- 9. Nothing contained in this Chapter shall be interpreted to prohibit the administrative change of Auxiliary records to correct errors, or the administrative change or revocation of any assignment to duty or scheduling of authorized activities by appropriate CG officers or elected Auxiliary office holders.
- H. Investigations. District Commanders, Directors and the senior elected unit officer of each Auxiliary unit are authorized to appoint and to assign to duty any Auxiliary member to conduct investigations or inquiries pertaining to the Auxiliary or any of its members. Individuals so appointed are required to furnish a report containing such recommendations as may be appropriate. The appointed investigating officer shall seek guidance and assistance from the District Auxiliary Legal Officer (DSO-LP) and the CG Investigations Manual. Investigations shall be conducted in accordance with COMDTINST M5380.1-CG Administrative Investigation Manual.
- I. Actions Upon the Death of an Auxiliarist. Death notification for any Auxiliary member should be made immediately to the appropriate District Director and District Commodore who will notify other appropriate personnel.
 - 1. While Under CG Orders. A report is required by the FC within four hours in those circumstances where an Auxiliarist dies while under CG orders. This report is sent expeditiously to the District Commander, the appropriate Director and to the Chief Director. The Director should also notify the appropriate DCO and other required Auxiliary members. The Decedent Affairs Guide (COMDTINST M1770.1 (series)) is a good reference for the handling of circumstances surrounding an Auxiliarist's death.
 - a. Notification of Next of Kin (NOK) should be coordinated by FC with the Director to decide on the most appropriate individual to make any required NOK notification. The use of District, DOD or Auxiliary resources to assist in this notification is considered appropriate. Guidance provided in Chapter 11 of the Personnel Manual (COMDTINST M1000.6 (series)) may be helpful to the Director in carrying out these duties.

- b. The circumstances surrounding an Auxiliarist's death while assigned to duty must be subject to a board of investigation. The District Commander should order this fact-finding body. Copies of their report should be submitted to Commandant (G-L) and the Chief Director (G-OCX).
 - c. Information regarding the benefits surrounding the death of an Auxiliarist while under CG orders is contained in Chapter 5.
2. Under Natural Circumstances (While Not Under Orders). As a family of volunteers, a member's death tests the true spirit of fellowship within this organization. To the extent possible and appropriate, fellow Auxiliarists should assist the deceased's family in handling the necessary affairs and arrangements required.
- a. When feasible and appropriate, consideration should be given to appointing someone in the deceased member's flotilla to assist the family. The military employs a Casualty Assistance Calls Officer (CACO), who assists the family with funeral arrangements and the final administrative procedures. If the deceased was an incumbent or a past DCO or higher, active duty participation from the Integrated Support Command (ISC) staff, district staff or Director's office should be considered.
 - b. The Decedent Affairs Guide (COMDTINST M1770.1C) is a good reference for handling the circumstances surrounding a member's death. The CG's local ISC administrative staff is the primary source of decedent affairs information within the CG.
 - c. Auxiliary Membership does not entitle members to military burial honors unless entitled from prior service in the Armed Forces. An Auxiliarist in good standing may be buried in uniform, if so desired. Regardless, the wearing of the appropriate Auxiliary uniform by members attending the funeral of an Auxiliarist is authorized subject to next of kin approval.
 - d. At a time appropriate after the conclusion of the deceased member's funeral, certain administrative matters must be completed, including:
 - (1) Member's name deletion from AUXMIS to prevent further Auxiliary mailings to the deceased's family.

- (2) Collection and destruction of the Auxiliary member's identification card (ID).
- (3) Return of any government or Auxiliary property which may have been in the member's custody at the time of death.

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Appendix 3-A

Administrative Action Flowchart

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